# Activity list for Talent Engagement -Engagement Coordinator

**Task description**: Responsible for managing overall employee life cycle query handling, grievance management and other activities.   
•       Identifying the practice, preparing presentations, gathering market data and conducting research on the current HR trends in the market.    
•       Participating in re-examining existing policies, and further designing the new policies and procedures under the guidance of seniors.   
•       Prepare employee list eligible for Rewards and Recognition and organize the rewarding events.  
•       Plan Template and PIP checklist for Reporting Managers and assist senior in PIP. 

# Deliverables

The following shall be the deliverables as per RBEI documented quality process:

HR Audit – Ensure timely compliance with legal requirements, prepare audit checklist and worked on POSH Compliance.   
•       Maintaining and updating company wide database with employee details.   
•       Design and create monthly dashboards.   
•       Prepare monthly Attrition analysis reports.   
•       Employee Engagement   
•       Grievance handling by ensuring timely feedback and closure.   
•       Conduct New Employee Assimilation Meetings (30-60-90 days connect).   
•       Conduct Skip Level Meetings. Organize monthly meetings for different teams with Management and assisted HR Manager in planning Leadership Offsite.  
•       Conduct exit interviews to understand employee’s concerns and record their feedback.  
•       Crafting and customizing Employee Engagement Tracker for the employee programs and initiatives launched during the year.   
•       Organizing and managing monthly Town halls.  
•       Organizing and coordinating all Employee engagement activities like festival celebrations, employee get-together, parties and other company events.  
•       Handling internal communication of the company like communicating HR policies across the organization at all levels, prepare teasers and e-mailers for festival celebrations etc.  
•       Planning and support in driving CSR initiatives in tandem with the overall CSR strategy every quarter.

# Technology Landscape

## Skillset

* Experience in Talent Engagement Activities

# Experience

* Minimum 2-3 years of work experience
* Expertise in MS excel and PowerPoint for data analysis / reporting
* Any graduate
* Excellent verbal and written communication skills in English
* Overview on talent engagement activities
* Work location Bangalore
* Requirement 1 resource for Bangalore location